



Town of Frederick  
Board of Trustees Agenda  
Frederick Town Hall  
401 Locust Street  
Tuesday, May 12, 2015

**6:30 P.M.**  
**Work Session**  
General Discussion

**7:00 P.M.**  
**Regular Meeting**

**Call to Order – Roll Call:**

**Pledge of Allegiance:**

**Approval of Agenda:**

**Special Presentations:**

Frederick Firestone Fire Protection District Quarterly Report – Battalion Chief Iacino

Frederick High School Alumni Association Funding Request – Candis Schey

I Have a Dream Foundation – Kasia Szewczyk, Vice President of Development

**Public Comment:** This portion of the Agenda is provided to allow members of the audience to provide comments to the Town Board. Please sign in and the Mayor will call you. If your comments or concerns require an action, that item(s) will need to be placed on a later Agenda. Please limit the time of your comments to three (3) minutes.

**Staff Reports:**

A. Administrative Report – Matt LeCerf, Town Manager

B. Town Clerk's Report – Meghan Martinez, Town Clerk

**Consent Agenda:** Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda

C. Approval of April 28, 2015 Minutes – Meghan Martinez, Town Clerk

**Built on What Matters.**

**Action Agenda:**

- D. Resolution 15R30 Awarding the 2015 Frederick High School Scholarship – Meghan Martinez, Town Clerk

**Mayor and Trustee Reports:**

**Work Session:** General Discussion



# **1<sup>st</sup> QUARTER SERVICE REPORT**

**January 1 – March 31, 2015**

Prepared for: **The Town of Frederick**

**FREDERICK-FIRESTONE  
FIRE PROTECTION DISTRICT**



**Office of the Fire Chief**

Office: (303) 833-2742

Fax: (303) 833-3736

E-Mail: [tposzywak@fffd.us](mailto:tposzywak@fffd.us)

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April 14, 2015

Town of Frederick  
401 Locust Street  
Frederick, CO 80530

Mr. LeCerf, Mayor Carey and Honorable Trustees,

In compliance with the District's Inter-Governmental Agreement (IGA) with the Town of Frederick, enclosed is the quarterly service report of our performance during the 1<sup>st</sup> quarter of 2015. The report contains four categories; response times, training hours, code enforcement activities, and customer feedback items.

The response time section contains two reports; total average response time and explanations for response times over seven minutes. The average response time required by the IGA is 5.5 minutes 80% of the time. The District responded to a total of 462 incidents between January 1<sup>st</sup> and March 31<sup>st</sup> 2015, with an average emergency response time of 4.51 minutes. The summary of responses over seven minutes can be found on the "Incident Response Time Overages" report. Please note it is District policy not to respond emergent to routine incidents such as blood draws, agency assist calls, or other non-emergency and non-life threatening situations. For a specific explanation of all overages, please see the report.

The training report is divided into two sections as well; fire & rescue training hours and emergency medical training hours. All training conducted by the District is taught according to State of Colorado Division of Fire Prevention & Control standards which in turn encompass International Fire Services Accreditation Council (IFSAC) and National Fire Protection Association (NFPA) standards. All medical training is approved by the District's Medical Director to meet or exceed Denver Metropolitan Medical Care Protocols. For the 1<sup>st</sup> quarter of 2015, District employees and reserves participated in 579 hours of emergency medical training and 4,272 hours of fire and rescue training.

The Fire Prevention Division completed 97 fire safety inspections, 16 plan reviews, and 4 acceptance tests in the Town of Frederick during the 1st quarter of 2015. Additionally, Certificates of Occupancies were issued for; North Range Behavioral Health, Debbie's Café Food Catering Truck, Carbon Valley Bible Church and Ramey Environmental Compliance. Also, 4 fire safety articles were published in the local newspapers.

The final section contains community feedback measures. The District mails out comment cards to citizens and businesses to which we respond, both for emergencies and inspection activities. The respondents are asked to rate the District's performance on a scale of 1-10; one being the lowest satisfaction rating and ten being the highest. The report contains a summary of the cards mailed out, rate of return and overall performance rating. During the 1<sup>st</sup> quarter of 2015, the District mailed-out 177 emergency response cards and received a rating of 8 or higher on 95% of the cards returned. The District also mailed-out 104 response cards to businesses receiving an

inspection during the 1<sup>st</sup> quarter of 2015. Of those cards returned, 100% had a rating of 9 or higher. In total, the rate of return of all feedback cards was 27%.

In addition to the information provided above, other projects and activities completed in the 1<sup>st</sup> quarter of 2015 included:

- **Personnel**

- Reserve Paramedic/Firefighter Stacy McMullen was awarded the Carbon Valley Rotary's Community Hero Award on January 20 at 7:00 am at Bella Rosa Golf Club for her dedication and commitment in attaining her Paramedic status. Although Stacy has only been with the District since May 2014, she has made a tremendous impact on our ability to provide critical life saving services to our communities and citizens. Upon attaining a position with the District, Firefighter McMullen immediately volunteered to enter into the District's Paramedic Field Instruction program. This program is an intense period of skills and knowledge based testing, assessment and observation and is mandatory in order to work as a paramedic on one of the District's ambulances. This program is mandatory for our full time personnel, but is strictly voluntary for our Reserve members given the intense time commitment without compensation.

In order to complete the Paramedic Field Instruction Program, Firefighter McMullen completed 924 hours of shift work, working alongside other district paramedic mentors. In addition, during her first 5 weeks as a Reserve Firefighter prior to entering the Paramedic Field Instruction Program, she logged 133.5 hours of station duty. Stacy completed the Paramedic Field Instruction Program on November 1, 2014, and during the first 20 days of November she has logged 96 hours of station duty as the primary paramedic. All in all, in seven months Stacy has logged 1,154 hours of volunteer service to our communities in the crucial role as a paramedic. As a Reserve, Firefighter McMullen is only required to commit 36 shift hours a month, or a total of 432 shift hours per year.

- Staff completed the hiring process for the vacant Administrative Assistant position. The process consisted of an Application & Resume Review, Essay Question Evaluation, Telephone Interview, and Panel Interview. Four candidates completed the process and Erika Vasquez was offered and accepted the position as the top scoring candidate. Erika's first day was March 23.
- The application period to establish the eligibility lists from Reserve Firefighter, Part Time Firefighter, Temporary Full Time Firefighter, and Full Time Paramedic/Firefighter closed on March 27. Staff will be interviewing 22 candidates on April 16-17 for the various positions.
- EMT/Firefighter Jon Garand, who serves as the District's Cadet Program Coordinator, along with Lieutenant Ryan Baxley and Paramedic/Firefighter Stacy McMullen interviewed a new candidate for our Cadet Program in March. The Cadet Member Program allows select high school students who are at least 16 years of age to provide volunteer services to the District in

exchange for receiving certain, limited training and experience. Successful candidates must meet the following criteria:

1. Must possess and maintain a valid Colorado ID or Driver's License with an acceptable driving record.
2. Must be enrolled in high school and maintain a 3.0 or greater grade point average and receive no failing grades for any class.
3. Must complete the HIPAA training prior to scheduling any ride along.
4. Must receive permission from their parent or legal guardian.
5. Shall only be permitted to remain a Cadet until the day of their High School graduation. If at that time the Cadet is 18 and possesses their EMT certification, they will have the option of transitioning into the District's Reserve Candidate program.

Cadets are allowed to participate in all activities except emergency scene operations. The District is happy to welcome Blake Thompson as our newest Cadet Member.

- The following is the current staffing status:

<b>Position</b>	<b>Authorized Number</b>	<b>Actual Number</b>	<b>Vacancies</b>
Fire Chief	1	1	0
Division Chief	2	2	0
Battalion Chief	3	3	0
Station Captain	3	3	0
Training Officer	1	1	0
Community Outreach Specialist	.5	.5	0
Shift Lieutenant	6	6	0
Administrative Manager	1	1	0
Administrative Assistant	1.5	1.5	0
Paramedic/Firefighter	9	9	0
EMT/Firefighter	9	9	0
Temporary Full Time Firefighter	7	6	1
Part Time Firefighter	6	3	3
Reserve Firefighter/Auxiliary Member	15	8	7
<b>Totals</b>	<b>65</b>	<b>55</b>	<b>10</b>

- **Facilities**

The lease renewal for Station 4 at St. Vrain State Park was fully executed on January 6 for a 12 month term. Chief Staff met with the new Park Director Ben Pedrett on January 8 to discuss ongoing partnership projects and needs for the new year. The current arrangement with District Staff presence at the State Park has been mutually beneficial to both agencies and we look forward to continued mutual training and operations.

- **Fleet & Equipment**

- Battalion Chief Reasoner is chairing the Apparatus Specification Panel to complete the specifications for the new pumper to be ordered this year for Fire Station 4. The plan is to use Engine 3403 as the base specification and proceed with bid process by spring for final delivery in the beginning of 2016.
- The District made 2 crucial Emergency Medical Services equipment purchases that will help the District improve procedures for critical emergency medical care. The District purchased the King Vision video laryngoscopes and STRYKER Power-LOAD stretcher loading/safety system for each ambulance. The King Vision video scopes allow District paramedics to visualize the vocal chords and soft tissue when securing a patient's airway increasing the effectiveness and consistency of the procedure when working on an unconscious patient. The STRYKER Power-LOAD stretcher systems will increase safety measures for the patient being transported, as well as increases safety for firefighters. The new design of the STRYKER stretcher system meets the highest standards for crash safety in the event of the ambulance being in a traffic accident while transporting a patient.
- **Emergency Management & Planning**

The Carbon Valley Emergency Operations Planning Group met on January 15 and February 19 for its monthly meetings. Discussion and training items included:

  - The 2015 Training and Meeting schedule of events was completed. There will be three training classes and five exercises in 2015.
  - 2015 Revision to the Emergency Operations Plan - to include switching to a Functional Layout (Divisions/Groups vs. ESFs) and incorporating Access & Functional Needs.
  - Sheltering - Weld County OEM is working with Rocky Mountain Christian Church to establish the facility as a sheltering location for the area. Also, Weld County is working on adding a generator to the Southwest Services Building which will allow it to function as a preliminary relocation site. Also, it was decided to investigate the possibility of using the gymnastics building of the CV Parks & Recreation District as a potential alternate shelter site. The CVPRD's Executive Director has expressed an interest in helping the community with this critical function.
  - The FFFPD completed setup of the EOC copier, printer, fax which is located in the EOC storage room. The printer is accessible on the EOC laptop computers.
  - Code Red Deployment - With the replacement of the Intrado reverse 911 system, the New Code Red system has many more capabilities removing the need to have separate call back groups. Therefore the Critical Infrastructure list is no longer needed; however we need to create pre-scripted messages to have in the system for quicker launches. In February we will be defining the incidents we need messages for and creating the scripts.
  - Roy Rudisill stated that Weld County applied for the Integrated Emergency Management Class which will take place in the Fall of 2016 if EMI approved the application. He will be seeking participants from various cities and agencies.
  - Summer Stair stated the Weld County PIO Group continues to be very active and has planned 2 JIC Virtual Exercises this year in May and November.

- Merrie Leach made an announcement about the March 26, 2015 MAC Training, which will be the G775 EOC Management Class held at the Weld County EOC on O Street in Greeley. This class will replace our March 19 CVEOC Meeting. Please sign up at [COTRAIN.org](http://COTRAIN.org)

▪ **Intergovernmental Relations**

- The District continued with its mission of serving its communities and the residents who reside in them by placing an Automatic External Defibrillator (AED) in the Carbon Valley Regional Library. The District began placing AED's in all schools, and government and community buildings in 2008, and has placed 16 AEDs throughout the community at locations that include all charter elementary, middle, and high schools, government buildings in Frederick and Firestone, and in the Tri-Town Senior/Carbon Valley Gymnastics Center and Saint Vrain State Park.
- The Automatic Aid Agreement with the Fort Lupton Fire Protection District was made operational in January with the Weld County Regional Communication Center.
- Chief Staff and Special Operations personnel continue working alongside our partners with the North Area Technical Rescue Team and North Area Fire Chief's Group. The group[s] have been working actively to standardize training and has begun the process of standardizing fleet specifications for more efficient purchasing.
- The District provided coverage at Fort Lupton Fire Station 2 on February 21 while FLFPD personnel attended their annual awards ceremony. While covering, FFFPD personnel responded to several calls for service. Fort Lupton covered our Station 1 during our annual holiday dinner in December.
- Staff was approached by officials from the Colorado Division of Fire Prevention and Control (DFPC) on the possibility of the District leasing an office at the Business & Education Center to one of their Regional Fire Management Officers, Kirk Will. The lease would be on a year to year basis for one office. Benefits include a closer partnership with the DFPC for community and staff access to training classes and wildfire mitigation and coordination activities.

• **Dispatch Review Committee (DRC) and Dispatch Steering Committee (DSC)**

Division Chief Prunk began attending two Weld County Communications quality improvement and accreditation committees that have been recently formed and reestablished. The function of the two committees is to develop dispatch policy and develop quality improvement structure. The committees meet once a quarter and have attendance from Fire, EMS, Law, Dispatch and Medical Direction. The intent of volunteering for this position is to have Carbon Valley organizations at the table for input regarding any special considerations for this response area.

• **Quarterly QA/QI Committee**

The QA/QI Committee along with the District's Medical Director Dr. Jeff Beckman, conducted the 4<sup>th</sup> quarter medical review as part of the District's Quality Assurance Program. We continue to see positive results as data entry errors continue to decrease. One chart was called out by Dr. Beckman as exceptional and will be used as a case study for training with his 12 other EMS agencies.



Please review the enclosed material at your convenience. If you have any questions or should you need any additional information, please feel free to contact me. As always, if we can do anything to improve our service to the Town, please do not hesitate to let us know.

Respectfully,

*Theodore M. Poszywak*

Theodore M. Poszywak,  
Fire Chief

**SECTION 1**

**RESPONSE TIME SUMMARIES**

## **TOTAL AVERAGE RESPONSE TIME**

**FREDERICK -FIRESTONE  
FIRE PROTECTION DISTRICT**

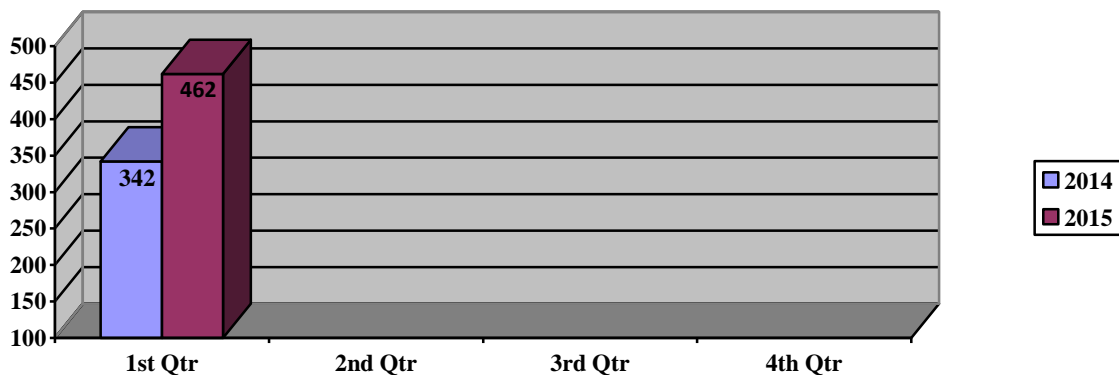


**Operations Division**  
Office: (303) 833-2742  
Fax: (303) 833-3736  
E-Mail: [mreasoner@fffd.us](mailto:mreasoner@fffd.us)

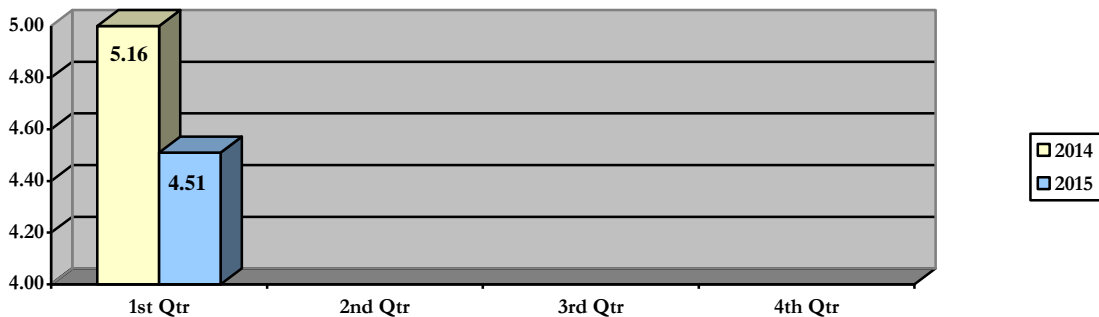
**RESPONSE SUMMARY**  
**January 1<sup>st</sup> – March 31<sup>st</sup> 2015**

	<u><b>2014</b></u>	<u><b>2015</b></u>
Total incidents January – March:	342	462
Total number of non-emergency response calls:	139	215
Total number of emergency response calls:	203	247
Total number of ambulance transports:	165	223
Total number of helicopter transports:	0	0
Average response time for emergency response calls:	5.16 min	4.51 min

**Emergency Response Volume**



**Average Response Time**



## **RESPONSE TIME OVERAGES**

**FREDERICK -FIRESTONE  
FIRE PROTECTION DISTRICT**



**Operations Division**  
Office: (303) 833-2742  
Fax: (303) 833-3736  
E-Mail: [mreasoner@fffd.us](mailto:mreasoner@fffd.us)

**RESPONSE OVERAGES**  
**January 1<sup>st</sup> – March 31<sup>st</sup> 2015**

INCIDENT #	DATE	ALARM TIME	RESPONSE MINUTES	EXPLANATION
<b>Station 1</b>				
2015-00026	1/5/2015	0:47	8	Weather & Road conditions
2015-00075	1/14/2015	4:28	7	Primary unit on another incident
2015-00105	1/20/2015	11:17	7	Primary unit in training
2015-00166	2/2/2015	15:28	7	Wrong location given to Dispatch
2015-00335	3/6/2015	12:26	8	Edge of response area
2015-00337	3/6/2015	15:14	8	Edge of response area
2015-00441	3/28/2015	14:48	8	Primary unit in training
2015-00457	3/30/2015	19:54	7	Wrong location given to Dispatch
<b>Station 2</b>				
2015-00001	1/1/2015	3:38	7	Weather & Road conditions
2015-00002	1/2/2015	6:14	8	Weather & Road conditions
2015-00036	1/7/2015	6:55	7	Response to I-25/Weather & Road conditions
2015-00048	1/9/2015	8:32	7	Primary unit on another incident
2015-00120	1/23/2015	9:02	7	Edge of response area
2015-00224	2/12/2015	17:16	7	Edge of response area
2015-00235	2/14/2015	10:15	8	Primary unit out of District in meeting
2015-00244	2/16/2015	2:13	12	Response to I-25/Weather & Road conditions
2015-00266	2/21/2015	15:15	10	Response to I-25/Weather & Road conditions
2015-00298	2/26/2015	3:18	7	Edge of response area
2015-00305	2/26/2015	23:44	8	Edge of response area
2015-00306	2/27/2015	8:34	7	Response to I-25/Weather & Road conditions
2015-00367	3/15/2015	3:02	10	Response & Access to Incident on I-25
<b>Station 3</b>				
2015-00194	2/5/2015	0:18	12	Primary unit on another incident
2015-00227	2/13/2015	12:11	7	Primary unit in training
2015-00272	2/21/2015	21:17	9	Primary unit on another incident
2015-00287	2/24/2015	18:22	7	Primary unit in training
2015-00411	3/23/2015	22:52	7	Primary unit on another incident
2015-00452	3/30/2015	15:36	7	Primary unit in training
<b>Station 4</b>				
2015-00293	2/25/2015	20:29	8	Weather & Road conditions

# **SECTION 2**

## **TRAINING SUMMARY**

**FREDERICK -FIRESTONE  
FIRE PROTECTION DISTRICT**



**Training Division**

Office: (303) 833-2742  
Fax: (303) 833-3736  
E-Mail: [iklug@fffd.us](mailto:iklug@fffd.us)

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**TRAINING SUMMARY**  
**January 1<sup>st</sup> – March 31<sup>st</sup> 2015**

**Total Fire Training Hours January - March: 4,272**

**Total EMS Training Hours January - March: 579**

**Training Highlights:**

- All line staff completed the District's annual EMS skills proficiency check-offs conducted by the District's Physician Advisor
- District Paramedics completed an ACLS refresher course
- Fire Chief Poszywak and Division Chief Puccetti completed training on a suicide prevention program known as the "Yellow Ribbon" program
- All crews completed PPE and SCBA training, including PPE inspections
- All crews completed an Ice Rescue refresher instructed by District water rescue staff
- All crews completed multi-company drills hosted by the Life Safety Division
- Battalion Chief Iacino attended an I-25 Traffic Incident Management Program class, instructed by the Colorado State Patrol
- Division Chief Prunk, Captain Boatman, and Captain Klug instructed the State's Fire Officer 1 course held in Grand Junction
- The District hosted an NWCG M-410 Facilitative Instructor course. Lieutenant Loveridge attended the course
- All crews completed the District's annual Fire Safety Inspection refresher training instructed by Fire Marshal Puccetti
- Paramedic/Firefighter Ferretti completed an Ice Rescue Instructor course through Dive Rescue International
- Division Chief Puccetti, Battalion Chief Edwards, Battalion Chief Iacino, and Captain Boatman attended the annual International Code Council Conference in Denver
- Lieutenant Fossen and EMT/Firefighter Simpson attended a Live Fire Instructor course hosted by Aims Community College
- EMT/Firefighters Whitehead and Holliman attended an Instructor Methodology course hosted by Loveland Fire Rescue Authority
- EMT/Firefighters DiLisio and Miller completed a Driver/Operator course hosted by Southeast Weld Fire Protection District
- Paramedic/Firefighters Sims and McMullen are currently completing a Driver/Operator Pumper course hosted by Southeast Weld Fire Protection District
- District Red Card holders completed an annual RT-130 Wildland Refresher course
- District HazMat Technicians attended the Southwest Weld HazMat Training Group's training session hosted by Brighton Fire Rescue



**SECTION 3**

**FIRE PREVENTION SUMMARY**



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## **FIRE PREVENTION SUMMARY**

**January 1<sup>st</sup> – March 31<sup>st</sup> 2015**

### **Fire Safety Inspections Completed**

- Life Safety Inspections – 97 Fire Safety Inspections

### **Certificate of Occupancy Approved**

- North Range Behavioral Health
- Debbie's Café Food Catering Truck
- Carbon Valley Bible Church
- Ramey Environmental Compliance

### **Plan Reviews Completed**

- Attended the monthly Development Review Committee (DRC) meeting
- Premium Powder Coating – Fire hydrant fire flow testing
- Premium Powder Coating – Site Plan review and comments
- Debbie's Café Food Truck – Kitchen Hood and Fire Suppression System review and final inspection
- North Range Behavioral Health – Final Inspection for Certificate of Occupancy
- Kerr-McGee Ground Water Monitoring Wells – Project Review and Approval
- Carbon Valley Bible Church – Final Inspection for the Certificate of Occupancy
- Black Diamond Development – New Building
- R&L Enterprise – Plan Review for Tenant Finish
- North Gate Living Water Church – Report Review/Comments
- KerrMcGee – New Salt Water Injection Well Review/Comments
- Vertex Builders – Tenant Finish Project Review Review/Comments
- EnCana Oil & Gas USA – Frederick – 12 New Wells – Plan Review/Comments
- Boar's Head Project - Review/Comments
- Meadow Lark Business Park, Lot 5 – Review of preliminary documents
- Circle of Life Pet Crematorium – Tenant Finish Plan Review
- Miner's Square - Tenant Finish Plan Review
- Imperial Street - Tenant Finish Plan Review
- Ramey Environmental Compliance – Tenant Finish Final Inspection
- Eldorado Business Condominiums – Tenant Finish Plan Review

- FCI Constructors – New Building

### **Special Inspections and Acceptance Testing**

- North Range Behavioral Health
- Debbie's Café Food Catering Truck
- Carbon Valley Bible Church
- Ramey Environmental Compliance

### **Fire Investigations**

- Commercial – 0
- Residential – House Fire, Accidental Cause
- Other – Tractor/Trailer Fire contact

### **Youth Firesetting Prevention and Intervention Program**

- 13 Year old male

### **Community Outreach**

- Attended the Longmont Chamber of Commerce Unity in the Community event.
- Conducted Coal Ridge First Aid Presentation
- Participated in the Firestone Public Safety Meet and Greet
- Conducted AED Training at the Carbon Valley Library
- Sponsored NOAA Weather Spotter Training.
- Participated in monthly blood pressure checks at the Carbon Valley Senior Center
- Participated in District's cub scout pack 341 graduation.
- Instructed three public CPR/AED/Basic First Aid classes.
- Sponsored three Fire Station Tours

**Social Media:** The following information was posted on Facebook, Twitter and on YouTube:

- CPR Class Flyer
- Daylight Savings Times and replacement of Smoke Detector batteries
- Blended CPR Class
- NOAA Weather Spotter Training
- Community and Hero Awards

### **Monthly Safety Articles**

January 2015

- Safety on Ice and Snow Removal
- The dangers of Carbon Monoxide

February 2015

- Property Addressing and Property Access

March 2015

- Safe Driving 101

# **SECTION 4**

## **FEEDBACK SUMMARY**

**FREDERICK -FIRESTONE  
FIRE PROTECTION DISTRICT**



**Administration**  
Office: (303) 833-2742  
Fax: (303) 833-3736

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**CUSTOMER EVALUATION SUMMARY**  
**January 1<sup>st</sup> – March 31<sup>st</sup> 2015**

	<b><u>Emergency Incidents</u></b>	<b><u>Inspection Activities</u></b>
Cards Mailed:	177	104
Cards Returned:	58	20

<b><u>RATINGS OF CARDS RECEIVED:</u></b>	<b><u>Emergency Incidents</u></b>	<b><u>Inspection Activities</u></b>
Rating of 10	84.5%	95%
Rating of 9	6.9%	5%
Rating of 8	3.5%	
Rating of 7	1.7%	
Rating of 6	1.7%	
Not Rated	1.7%	

(Rating Scale: 10 = Excellent / 1 = Poor)

May 12<sup>th</sup>  
@ 7:00pm



# TOWN OF FREDERICK

## APPLICATION FOR COMMUNITY PROGRAM FUNDING

DATE April 1, 2015

DATE RECEIVED \_\_\_\_\_

ORGANIZATION NAME: Frederick High School Alumni Association

CONTACT PERSON: Candis Schey @ 303-775-1326 or email fhs-alumni-assoc@alumni.com

ORGANIZATION ADDRESS: 18314 W 58<sup>th</sup> Pl #54, Golden, Co 80403

HOW IS YOUR ORGANIZATION STRUCTURED? Frederick High School Alumni Association, Inc. is a non-profit corporation formed June 12, 2010 under the law of Colorado and is recognized as exempt from Federal income tax under section 501( c)( 3 ) of the Internal Revenue Code.

### LIST OFFICERS IN THE ORGANIZATION:

PRESIDENT/CHAIRPERSON: Cathleen Constable

SECRETARY: LaRayne Randall

BOARD OF DIRECTORS: Talli Babcock, Mary Ann Breit, Emilio DeSantis,

Joseph D'Orazio, Lynnette Frank, Annalyse Garcia, Chico Garcia, Linda Garcia,

David Jacovetta, Frank Knowski, Raymond Luque, Monica Portillo, Dora Schell,

Candis Schey

## PROJECT OR ACTIVITY INFORMATION

Describe the event or program for which you are seeking funding. (See attached Entry Form)

We are requesting the Town of Frederick sponsor a hole at the Frederick High School Alumni Assoc. "Dollars for Scholars" Golf Tournament, or a monetary donation in the amount of your choice to be directed to the scholarship fund.

Date of Event/Activity: June 19, 2015

Duration: 8:00 A.M. to 1:00 P.M.

Date when funds will be needed: June 13, 2015

Estimate of the number of people who will benefit from this event/activity.

Proceeds will benefit 3 F.H.S. graduates to be awarded scholarships.

How will this event/activity enhance the Town of Frederick's positive image?

Participation in this event establishes a positive interest in F.H.S. and the educational system of the Carbon Valley Area.

Describe any other ways in which this event/activity will contribute to the good of the general public.

Supports the importance of further education of Graduating Seniors.

Creates an environment for community involvement.

Establishes the importance of an Alumni organization in the Carbon Valley area where we are proud to say we came from.

## EVENT/ACTIVITY BUDGET INFORMATION

List the estimated budget for this event/activity:

Source of Funding	Amount
Town of Frederick	\$ <u>100.00</u> (amount of this request)
Entry Fees (50@\$75.00)	\$ <u>3,750.00</u>
Mulligans	\$ <u>380.00</u>
Hole Sponsors (16@\$100.00)	\$ <u>1,600.00</u>
<b>Total Funding</b>	<b>\$<u>5,830.00</u></b>
<b>Estimated Costs</b>	<b>Amount</b>
Registration (50@\$40.00)	\$ <u>2,000.00</u>
Hole Sponsor Sign (16@\$15.00)	\$ <u>240.00</u>
Invitation Printing/Postage	\$ <u>168.00</u>
Prizes	\$ <u>200.00</u>
<b>Total Costs</b>	<b>\$<u>2,608.00</u></b>

If applicable, please describe how your organization plans to utilize any surplus funds resulting for this event/activity.

The net proceeds from this event are awarded as scholarships to graduates of Frederick High School. To date thirteen (16) scholarships have been awarded since the formation of the Association.

Name and Signature of Organization's Project Chairperson:

<u>Candis Schey</u>	<u>303-775-1326</u>
NAME (PLEASE PRINT OR TYPE)	TELEPHONE
<u>Board of Directors</u>	
TITLE	
<u>Candis Schey</u>	<u>4-1-15</u>
SIGNATURE	DATE



5<sup>TH</sup>  
ANNUAL

# FREDERICK HIGH SCHOOL Dollars for Scholars Golf Tournament

hosted by the Frederick H.S. Alumni Association

**Friday, June 19, 2015**

**Bella Rosa Golf Course**

5330 WCR 20 • Frederick, CO • 303-678-2940

*Scholarship Benefit for Frederick High School Graduates*



ENTRY FORM

**Entry Fee: \$75.00 per Golfer**

Includes Green Fees/Cart, Breakfast Burrito, Lunch and Prizes  
(includes \$35 Donation)

**Hole Sponsor Fee: \$100.00** Includes \$85.00 Donation

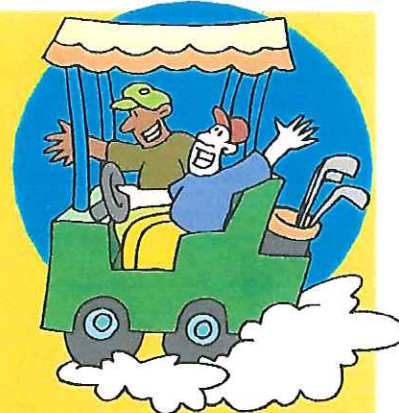
Entries must be received no later than June 13, 2015.

**Friday, June 19th:**

Check in time starts at 7:00 A.M.

Shotgun start 8:00 A.M.

4 Person Scramble: Mens & Mixed Team Event



*(Please Print)*

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_ Mens \_\_\_\_\_ Mixed \_\_\_\_\_ (entry)

Golfer #1 \_\_\_\_\_ \$75.00

Golfer #2 \_\_\_\_\_ \$75.00

Golfer #3 \_\_\_\_\_ \$75.00

Golfer #4 \_\_\_\_\_ \$75.00

\_\_\_\_ #Hole Sponsors \_\_\_\_\_ x \$100.00 = \$ \_\_\_\_\_

Other Donations, Cash or Door Prizes ..... \$ \_\_\_\_\_

Grand Total ..... \$ \_\_\_\_\_

*Please make checks payable to:*

Frederick High School Alumni Association, 592 So. 16th Ave., Brighton, CO 80601

Tournament Committee:

Dave Jacovetta  
Emilio DeSantis  
Ray Luque

Frank & Carol Knowski  
Chico Garcia

**ANY QUESTIONS, PLEASE CALL CHAIRMAN: DAVE JACOVETTA AT 303-854-4270.**

**EMAIL ADDRESS: [davejacovetta@msn.com](mailto:davejacovetta@msn.com)**

FAX

Frederick High School Alumni Association  
c/o Cathleen Constable  
18314 W 58<sup>th</sup> Pl #54  
Golden, Co 80403

720-933-7849  
Fax 303-744-3359  
cconst1352@aol.com

To: Town of Frederick Attn: Meghan Martinez  
Fax: 720-382-5520  
Phone:  
Re: 501 ( C ) ( 3 ) Designation

From: Cathle Constable  
Pages: 3  
Date: 04/30/2015  
cc:

## Comments:

Meghan,

Attached please find our 501 (c) (3) designation from IRS and a copy of our Charitable Organization Registration with the State of Colorado.

Thanks,  
Cathleen Constable

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

## DEPARTMENT OF THE TREASURY

Date: **JUL 15 2010**

FREDERICK HIGH SCHOOL ALUMNI  
ASSOCIATION  
C/O JOSEPH MARQUEZ  
7669 S FENTON ST  
LITTLETON, CO 80128

Employer Identification Number:  
30-0596862

DLN:  
17053005306000

Contact Person: ID# 31655  
PAUL F CAPPEL II  
Contact Telephone Number:  
(877) 829-5500

Accounting Period Ending:  
December 31.

Public Charity Status:  
170(b)(1)(A)(vi)

Form 990 Required:  
Yes

Effective Date of Exemption:  
June 13, 2010

Contribution Deductibility:  
Yes

Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

OFFICE OF THE SECRETARY OF STATE  
OF THE STATE OF COLORADO  
CERTIFICATE OF REGISTRATION

I, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

**FREDERICK HIGH SCHOOL ALUMNI ASSOCIATION**

is a **Charitable Organization** registered to solicit contributions in Colorado as required by the Colorado Charitable Solicitation Act, Title 6, Article 16, C.R.S.

This organization has been assigned a registration number of 20143016357.

The status of its registration is **GOOD**, and this status has been in effect since 04/17/2015.

The organization's registration is or was due to be renewed by 08/15/2016.

Registrations in good or delinquent status remain valid until the registration becomes suspended or revoked. An organization whose registration has been suspended is prohibited by law from soliciting contributions, providing consulting services in connection with a solicitation campaign, or conducting a solicitation campaign in Colorado.

This certificate reflects facts established or disclosed by documents delivered to this office electronically through 04/30/2015.

**IN TESTIMONY WHEREOF** I have hereunto set my hand and affixed the Great Seal of Colorado, at the City of Denver on 04-30-2015 14:38:35



A handwritten signature in black ink, reading 'Wayne W. Williams'.

Secretary of State of the State of Colorado



# TOWN OF FREDERICK MEMORANDUM

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TO: Honorable Mayor Tony Carey and Board of Trustees

FROM: Meghan Martinez, Town Clerk

DATE: May 6, 2015

**SUBJECT: Town Clerk Report**

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- *Liquor Licensing.* Reviewing one permanent modification of premises request and one liquor license renewal. Coordinating with licensee on temporary modification for Town events. Reviewing one new license application for a brewpub.
- *Frederick Scholarship Program.* Met with the scholarship commission and prepared recommendation for consideration by the Board of Trustees. Coordinated for Commissioners to attend senior awards nights. Working on updating the scholarship application to include the commission's recommendations.
- *Historic Preservation Commission.* Met with Commissioners Bax and George to clean the museum for the upcoming school tours. Working with Colorado Model Railroad Museum to access the diorama.
- *School Tours.* We will be conducting school tours for Legacy Elementary, Carbon Valley Academy, and Thunder Valley K-8 on May 12, 14, and 18<sup>th</sup>. Students will visit the Fire District, Police Department, Town Hall, Miners Museum, and public works staff will meet with the kids in Crist Park.
- *Frederick Arts Commission.* Worked with Commissioner Showers on Community Canvas item for Board packet. Coordinating with CJR Designs to finalize the delivery date for "Caught Up."
- *2016 Election.* Kathy Larson and I have started planning and scheduling for the 2016 Municipal Election. We will attend an elections training in June to learn about new legislation and its' implementation in 2016.

Built on What Matters.



**TOWN OF FREDERICK BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING MINUTES**  
**FREDERICK TOWN HALL, 401 LOCUST STREET**  
**APRIL 28, 2015**

**Call to Order:** At 6:00 Mayor Carey called the meeting to order and requested roll call.

**Roll Call:** Present were Mayor Carey, Mayor Pro Tem Brown, and Trustees Payne, Skates, Burnham and Hudziak. Trustee Schiers was not present. Also present were Town Manager Matt LeCerf, Town Attorney Rick Samson, and Town Clerk Meghan Martinez.

**Pledge of Allegiance:** Mayor Carey invited everyone to join in the Pledge of Allegiance.

**Executive Session:**

Motion by Trustee Skates and seconded by Mayor Pro Tem Brown to go into executive session for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b) regarding right of way acquisition. Upon roll call vote, motion passed unanimously.

Motion by Mayor Pro Tem Brown and seconded by Trustee Hudziak to go into executive session for a conference with the Town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b) regarding annexation litigation and consideration of outside counsel for litigation. Upon roll call vote, motion passed unanimously.

At 6:25 Trustee Schiers joined the meeting.

At 6:50 Mayor Carey reconvened the regular meeting of the Board of Trustees and called for a 10 minute break.

At 7:00 Mayor Carey called the meeting back to order.

**Special Presentations:**

**St. Vrain Valley School District:** Superintendent Dr. Don Haddad, 1740 El Dorado Circle Superior, Colorado, addressed the Board regarding the various programs within the district. He discussed the direction of the district and was available to answer questions.

**FHS Yellow Ribbon Walk:** Stephanie Osborn from Frederick High School introduced Lauren Adams 6148 Dupont Avenue Firestone, Colorado who discussed the Yellow Ribbon Suicide Prevention Program at Frederick High School. Motion by Trustee Schiers and seconded by Trustee Skates to approve \$1,200.00 to Frederick High School to support the Yellow Ribbon Walk. Upon roll call vote, motion passed unanimously. FHS Principal Pete Vargas thanked the Board for their continued support.

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Mayor Carey suggested that the Town donate a balloon ride to the Yellow Ribbon Walk Auction. Motion by Trustee Schiers and seconded by Trustee Payne to donate one hot air balloon ride for two for the Yellow Ribbon Walk Auction. Upon roll call vote, motion passed unanimously.

**Public Comment:**

The Mayor indicated that no one had signed up for public comment.

**Staff Reports:**

Administrative Report: Town Manager Matt LeCerf provided a written report to the Board.

Town Clerk's Report: Town Clerk Meghan Martinez provided a written report to the Board.

Town Attorney's Report: Town Attorney Rick Samson provided a written report to the Board.

**Consent Agenda:**

Trustee Hudziak requested that Item F be removed from the Consent Agenda.

Motion by Trustee Skates and seconded by Trustee Schiers to approve the remainder of the consent agenda which included the following items:

1. April 14, 2015 Minutes
2. List of Bills
3. 11<sup>th</sup> Interim Agreement with Northern Colorado Water Conservancy District for Participation in the Northern Integrated Supply Project (NISP)
4. Resolution 15R25 Accepting a Deed of Dedication for Right of Way for PID 131323000066 for the Godding Hollow Parkway Widening
5. Resolution 15R28 Supplemental Budget Appropriation and Amending the Calendar Year 2014 Budget
6. Frederick Arts Commission Community Canvas Program
7. Resolution 15R27 Supplemental Appropriation and Amending the Calendar Year 2015 Budget

Upon roll call vote, motion passed unanimously.

Ordinance 1195 Amending Chapter 6, Article III, Section 6-76 and Adopting a new Entertainment District Map: Trustee Hudziak asked for clarification as to whether this item needed to be reviewed by the Planning Department and Planning Commission before consideration by the Board. Town Clerk Meghan Martinez indicated that this item is not a zoning designation that is incorporated into the Comprehensive Plan and was not considered by the Planning Commission. Motion by Trustee Payne and seconded by Trustee Schiers to approve Ordinance 1195. Upon roll call vote, motion passed unanimously.

**Discussion Agenda:** Town Manager Matt LeCerf discussed the status of negotiations for Eagle Park located in No Name Creek East.

## **Mayor and Trustee Reports:**

Trustee Hudziak: She attended the Northern Water Workshop and it was very informative regarding NISP. She also attended Doing Democracy Day and it was very interesting to see the topics the students discussed.

Trustee Burnham: He passed along some concerns from citizens regarding pests in downtown if a building is torn down.

Mayor Pro Tem Brown: Reminder that the Town Prosecutor evaluation will begin tomorrow and the formal evaluation will take place on June 2, 2015.

Motion by Mayor Pro Tem Brown and seconded by Trustee Burnham to direct staff to obtain title commitments on selected properties on Godding Hollow between Colorado Boulevard and the Frontage Road. Upon roll call vote, motion passed 5-1 with Trustee Payne voting no.

Motion by Mayor Pro Tem Brown and seconded by Trustee Skates to direct staff to engage the law firm of Nathan, Bremer to prepare an answer in the Dacono Litigation. Upon roll call vote, motion passed unanimously.

Trustee Payne: The POST Commission is working on a tree inventory. He also discussed the ash bore that is coming this way.

Trustee Schiers: Thanks to Dick for drafting a response to the bill regarding I-25. The coalition is working on keeping the message strong.

Trustee Skates: The Help Center will be participating in DIY day. He also discussed an opportunity with the old library building. There may be an opportunity to bring services to that building. Mayor Carey asked that Trustee Skates talk with Town Clerk Martinez as she has been looking into that as well. He also thanked Dr. Haddad for coming to talk with them.

Mayor Carey: He requested that Town Clerk Martinez share with the Board the proclamation request from North Range Behavioral Health.

## **Action Agenda:**

Public Hearing Resolution 15R26 Making Certain Legislative Findings and Approving the Former Public Works Building Urban Renewal Plan: Town Manager Matt LeCerf presented the proposed resolution.

At 8:18 p.m. Mayor Carey opened the public hearing.

At 8:19 p.m. Mayor Carey closed the public hearing.

Motion by Trustee Hudziak and seconded by Mayor Pro Tem Brown to approve Resolution 15R26. Upon roll call vote, motion passed unanimously.



Ordinance 1196 Authorizing the Issuance of Authorized and Unissued Debt from the April 4, 2006 Election: Town Manager Matt LeCerf presented the proposed ordinance. He discussed a proposed partnership with CDG. Jon Lee, 2500 Arapahoe Boulder, Colorado, indicated that CDG has worked with the Metro District and they are ready to go if the Board approves the project. Motion by Trustee Hudziak and seconded by Trustee Schiers to approve Ordinance 1196. Upon roll call vote, motion passed 5-1 with Trustee Payne voting no.

Mayor Carey recused himself for the remainder of the meeting. He stressed that he is not directly involved in the additional items on the agenda. However, he does have an unrelated business relationship with one of the principals of Blackfox.

At 8:27 Mayor Carey called for a 10 minute break.

At 8:36 Mayor Pro Tem Brown reconvened the meeting of the Board of Trustees.

Public Hearing Resolution 15R30 Making Certain Legislative Findings and Approving the Talbert Building Urban Renewal Plan: Town Manager Matt LeCerf presented the proposed resolution.

At 8:37 Mayor Pro Tem Brown opened the public hearing.

At 8:38 Mayor Pro Tem Brown closed the public hearing

Motion by Trustee Payne and seconded by Trustee Hudziak to approve Resolution 15R30. Upon roll call vote, motion passed unanimously.

Resolution 15R29 Authorizing a Loan from the Town of Frederick, Colorado to the Frederick Urban Renewal Authority: Town Manager Matt LeCerf presented the proposed resolution authorizing a loan between the Town of Frederick and Frederick Urban Renewal Authority. Motion by Trustee Burnham and seconded by Trustee Schiers to approve Resolution 15R29 as amended to remove the redundancy. Upon roll call vote, motion passed unanimously.

There being no further business of the Board, Mayor Pro Tem Brown adjourned the meeting at 8:50 p.m.

ATTEST:

Approved by the Board of Trustees:

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Tony Carey, Mayor

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Meghan C. Martinez, Town Clerk



# TOWN OF FREDERICK BOARD OF TRUSTEES ACTION MEMORANDUM

Tony Carey, Mayor

Laura Brown, Mayor Pro Tem  
Rafer Burnham, Trustee  
Fred Skates, Trustee

Amy Schiers, Trustee  
Gavin Payne, Trustee  
Donna Hudziak, Trustee

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## Awarding the 2015 Frederick Scholarship

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**Agenda Date:** Town Board Meeting – May 12, 2015

**Attachments:**

- a. Resolution 15R30
- b. Applications from Recommended Applicants


**Finance Review:**

\_\_\_\_\_  
Finance Director

**Submitted by:**

  
\_\_\_\_\_  
Town Clerk

**Approved for Presentation:**

  
\_\_\_\_\_  
Town Manager

Quasi-Judicial

☐ Legislative

☐ Administrative

---

**Summary Statement:**

Each year the Board of Trustees awards scholarships in the amount of \$1,500.00 per year for the first four years of college eligibility to one graduating male resident and one graduating female resident.

**Detail of Issue/Request:**

The deadline this year for the Frederick Scholarship was March 27, 2015. Eleven applications were received and reviewed by the Scholarship Commission.

Students are required to submit an application, transcripts, three letters of recommendation and an essay for consideration by the scholarship committee and must exhibit the following qualifications:

1. Graduating senior from an accredited high school or accredited home school program in Colorado.
2. Resident of the Town of Frederick
3. Cumulative GPA of 3.0 and must have taken a college preparatory curriculum

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4. Must have excelled in extra-curricular activities such as drama, music, art, student government, athletics, science clubs, etc.

To maintain the scholarship, recipients are required to meet the following criteria:

1. The student must attend an accredited college or university and have a plan to pursue a bachelor's degree. Attending a junior college for the first two years is acceptable.
2. Must achieve at least a 3.0 GPA each year.
3. The Commission will review all continuing students for compliance with GPA requirements and recommend continuation or termination of the scholarship.

**Legal/Political Considerations:**

The documents were reviewed by Attorney Samson.

**Alternatives/Options:**

1. Accept the recommendations of the Scholarship Commission
2. Request review of all applicants by the Board of Trustees for consideration.

**Financial Considerations:**

This item was budgeted in the 2015 budget.

**Staff Recommendation:**

Both applicants meet all the requirements of the Frederick Scholarship. The Commission recommends awarding the Frederick High School Scholarship to Kyle Kolanowski and Kaley Birge.

**TOWN OF FREDERICK, COLORADO  
RESOLUTION NO. 15-R-30**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO,  
GRANTING THE 2015 FREDERICK HIGH SCHOOL SCHOLARSHIP  
PROGRAM AWARDS BASED ON THE RECOMMENDATIONS OF THE  
SCHOLARSHIP COMMISSION.**

**WHEREAS**, the Town created an academic scholarship program for graduating seniors from the Town of Frederick attending an accredited high school or accredited home schooling program in Colorado under Ordinance 1127, administered through recommendations of the Scholarship Commission and annual awards made by the Board of Trustees; and

**WHEREAS**, pursuant to Sec. 4-167, Frederick Municipal Code, 1992, as amended, the Scholarship Commission has recommended one graduating female student and one graduating male student for the 2015 Frederick Scholarship Program awards; and

**WHEREAS**, the Town wishes to grant awards to the high school students nominated by the Scholarship Commission.

**BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF  
FREDERICK, COLORADO, AS FOLLOWS:**

**Section 1.** The Board of Trustees hereby accepts the nominations of the Scholarship Commission and authorizes the Mayor and the Town Clerk to issue scholarship award funds to the institutions attended by the following students, pursuant to Article VIII, Chapter 4, Frederick Municipal Code, 1992, as amended:

<i>Student</i>	<i>University/College Attending</i>
Kaley Birge	Colorado State University
Kyle Kolanowski	University of Colorado at Boulder

**Section 2.** Pursuant to Sec. 4-166, Frederick Municipal Codes the students above must meet certain eligibility requirements in order to remain qualified to receive scholarship awards in subsequent academic years under the Town scholarship program, including maintaining a minimum university/college GPA of 3.0.

**Section 3. Effective Date.** This resolution shall become effective immediately upon adoption.

**Section 4. Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

**Section 5. Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

**INTRODUCED, READ, PASSED, AND ADOPTED THIS 12<sup>th</sup> DAY OF May 2015.**

**ATTEST:**

**TOWN OF FREDERICK**

By \_\_\_\_\_  
Meghan C. Martinez, Town Clerk

By \_\_\_\_\_  
Tony Carey, Mayor

SCHOLARSHIP COMMISSION  
MINUTES  
TOWN OF FREDERICK  
Town Hall, 401 Locust Street  
Wednesday, April 27, 2015  
4:00 p.m.

At 4:00 Chairman Carey called the meeting to order

Attendance: Chairman Tony Carey, Commissioners Sue Wedel and Brion Stapp, and Town Clerk Meghan Martinez.

**Addition of Interview to 2016 Scholarship:** There was discussion of adding interviews with the top two male and female candidates. The commission felt that the addition would be a good experience for the applicants. The application will be revamped to include an interview next year.

**Candidate Discussions:** The commission was impressed with the quality of all the applications this year. After discussion the commission will recommend awarding the scholarship to Kaley Birge and Kyle Kolanowski.

Commissioners Stapp and Wedel both indicated they would like to remain on the commission for next year.

Town Clerk Martinez will get in touch with Commissioners Stapp and Wedel regarding senior awards night dates.

There being no further business of the Scholarship Commission, Mayor Carey adjourned the meeting at 4:30 p.m.

Approved by the Scholarship Commission

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Tony Carey, Chairperson

Attest:

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Meghan Martinez, Town Clerk